

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 14 January 2014

Present: Cllrs Cossey (Chairman), Harris, Toher and Winstanley

In Attendance: Mr P J Storey (Clerk to the Parish Council)
Mrs C Taylor (Assistant Clerk)

Public Session

No members of the public were present.

1. Apologies

1.1 Cllrs Hansell and Roling.

2. To Agree the Minutes of the Meeting on 10 December 2013

2.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RESOLVED** unanimously that the minutes of the meeting held on 10 December 2013 be accepted as a true record.

3. Matters Arising from the above Minutes

3.1 There were no matters arising not dealt with elsewhere in these minutes.

4. Declarations of Interest and requests for Dispensations

4.1 None declared or sought.

5. RFO's Report, Budget Monitoring and Payments

5.1 The Clerk reported on the successful visit by the internal auditor covering the financial year to date. A financial risk assessment would be tabled for adoption next month.

Action: Clerk

5.2 Members noted the Clerk's report that some elderly allotment tenants had expressed concern at the impact on their rent increases following the reduction in their age related discount which had resulted in higher increases in real terms than those applicable to younger tenants. It had been pointed out that no obligation existed to grant an age related discount and that rents charged still compared favourably with adjacent councils. Additionally, some large expenses were forecast in the remainder of this year and into next for which funds had to be provisioned if, over a period of time, the allotments were to be self-financing.

5.3 Some revision to next year's budget would be tabled for adoption at the forthcoming full Parish Council meeting later in the month for the transfer of Brookfield and to reflect a larger than previously forecast S106 payment for the play area upgrades.

5.4 The amount by which the EBC Special Expenses for Bishopstoke would be reduced on transfer of ownership of the Brookfield open space had now been determined but was being queried before final action could be taken to confirm next year's Precept.

Action: Clerk

5.5 The Clerk briefed on progress made regarding adding the Asst Clerk's name to those authorised to make internet bank transactions on the Council's account and would enquire after the

procedure whereby councillors could interrogate the bank account but not effect entries.

Action: Clerk

5.6 A schedule of community assets was being compiled in line with recommendations contained in the Localism Act and would be tabled for adoption in due course.

Action: Clerk

5.7 A budget monitoring report had been circulated with the agenda papers and was noted.

5.8 Proposed Cllr Cossey, Seconded Cllr Winstanley, **RESOLVED** unanimously that the non-confidential payments tabled for December be approved.

6. Asset Management Report

6.1 Cemetery and Churchyards. Twenty six interments had taken place in the year to date. There had been some tree damage during the recent storms but no damage to headstones or plots. Remedial action had been taken.

6.2 Allotments. The main hut at Manor Farm had suffered storm damage and temporary repairs to the roof had been made pending receipt of quotations for a complete refelting.

6.3 Play areas. Quotations were being sought for repairs to the wetpour surfaces at Sayers Road which were seriously degraded and posed a trip hazard. Other sites were considered safe except for some missing rubber joints under the basket swing on Glebe Meadow which the Clerk would investigate.

Action: Clerk

7. Review of Bye-laws and Policies

7.1 The Clerk briefed on progress being made in updating or drafting bye-laws and policies applicable to the Council with a view to having these available on the website. Current policies included a Snow and Ice Action Plan, Community Resilience Plan, Standing Orders, Committee terms of reference, complaints procedure, HSW working at home, document retention policy, Freedom of Information Act compliance and charging policy and a statement of internal control. In draft were play areas and open spaces bye-law, Facebook and Twitter controls and HSW in the office.

Action: Clerk

8. Community gain for management by Parish Council from planning applications

8.1 A question had been raised on the future need for more Cemetery and allotment space in the Parish and who should own and manage these facilities. Current figures illustrated less than four year's worth of Cemetery spaces in the present Cemetery and an allotment waiting list of 44 with a turnover of 15 this year to date. Members appreciated that there were a number of caveats to be applied to these raw figures. However, after discussion, it was thought appropriate for the title and management of additional space provided for a new Cemetery, allotments and public open space to be in the hands of the Parish Council who, in turn, could determine how best to utilise the land for the benefit of the community.

8.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** that the Parish Council welcomed assets for community gain arising from planning applications in hand and in the future.

9. Clerk's Report

9.1 The Clerk had attended the monthly Local Action Group meeting at EBC where the only matter of direct concern to Bishopstoke was an increase in the risk of allotment shed break-ins. Action had been taken to advise tenants of this risk and to avail themselves of the free alarms and pens available from the police via the Parish Office.

- 9.2 River levels were being monitored to ensure that water did not ingress into the Shears Mill turbine housing and a small crack in the retaining wall was also being watched closely. C/Cllr Moore was applying pressure to have the Riverside railing repairs and flooding problem resolved more quickly than planned at present.
- 9.3 Despite constant chasing, BT had yet to provide an internet/phone line to the Parish Office.
- 9.4 EBC was introducing a scheme whereby residents could purchase a 210 litre water butt to help save money on water bills and they were looking for storage facilities in each parish to assist in collection. Members thought it appropriate to support this initiative but were unable to provide a storage and collection point.
- 9.5 Arrangements were in hand for additional names to be added to the War Memorial and play areas notices giving contact telephone numbers in case of a fault would be installed soon.
- 9.6 Approaches had been made to the Historical Society and The Mount developers with a view to having a 'before and after' presentation on The Mount at the Annual Assembly.
- 9.7 The organisers of the First Wessex Leisure Credit Scheme had met with the Clerk and agreed the application of anti graffiti paint to the skate ramp in Glebe Meadow fell within the Scheme's objectives whereby youngsters living in First Wessex housing could earn rewards for undertaking work of value to their community; the Parish Council would only have to provide the paint. The work would be completed in the Spring.
- 9.8 'No smoking' signs were being displayed in enclosed bus shelters.

10. Date, time and place of next meeting

- 10.1 The next meeting will be on Tuesday 11 February 2014 at 7.30pm in the Parish Office, Riverside, Bishopstoke.

11. Motion for Confidential Business

- 11.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

12. Consideration of approval for payment of staff hours of work, mileage and out of pocket expenses for December 2013 (Confidential Business)

- 12.1 Members noted the report tabled by the RFO which is attached to these minutes.
- 12.2 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that the payments be made as tabled

There being no further business, the Chairman closed the Meeting at 9.10pm.

Summary of Recommendations for consideration by Full Parish Council

8.2 that the Parish Council welcomed assets for community gain arising from planning applications in hand and in the future

Summary of Resolutions Passed to be noted by the Full Parish Council

2.1 that the minutes of the meeting held on 10 December 2013 be accepted as a true record.

5.8 that the non-confidential payments tabled for December be approved.

11.1 that in view of the confidential nature of the business about to be discussed relating to employees' remuneration, it was advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

12.2 that payments be made as tabled.

Payments in December 2013 in excess of £500 published in accordance with the Government's transparency directive

Staff	Salaries and expenses	1734.68
LGPS	Pension contribution	504.04
Green Smile Ltd	Grounds maintenance	2534.83
Age Concern	Grant	1000.00
Bruno Construction	Misc repairs	3243.40
D J Chiverton	Electrical work	984.00